

STATEMENT OF WORK
CONSULAR OFFICE RENOVATION
American Embassy Suva, Fiji

- 1.0 **INTRODUCTION.** This is a firm fixed price contract to renovate office space at the U.S. Embassy Consular Section, 158 Princes Rd, Suva, Fiji. To this end, the US Government requires quotations for a contractor to complete the proposed modifications as outlined in this work statement. Please contact **Ellen Moses on 3314466** Email: MosesEE@state.gov for appointments on the walk-through. A minimum of 24 hour notice is required. All cost proposal packages are due no later than 12 noon local time on October 24th 2015.
- 2.0 **PROPOSAL.** The package evaluation will be based on lowest price, technically acceptable. The proposal package must include all of the following to be considered for this service:
- a) Company Name
 - b) Total price, inclusive of all material, labor, transport, and fees
 - c) Company Director or Project Foremen for this work statement include email and telephone number.
 - d) Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services.
 - e) Quality of work product as demonstrated in submitted work samples.
 - f) Experience of the firm with comparable projects.
 - g) Number, complexity, and the nature of the General Contracting handled by the firm.

3.0 SCOPE OF WORK:

The scope of work upon which your firm is invited to submit proposals includes general interior carpentry contracting services. Work will include but not be limited to **interior trades** such as demolition, aluminum and metal frames, plasterboard finishes, painting, wood finishes, glass windows, hardware, mechanical, and electric;

Renovation to the interior facility includes 24 square meters of administrative office.

General Requirements:

- a) Dismantle approximately 10 linear meters of existing plasterboard;
- b) Install acoustic insulation between walls spaces.
- c) Build metal frames to install aluminum frames (match existing) and install glass windows (see glazing and aluminum frame specifications in **Schedule A**). Also see **attachments** for finish product requirements.
- d) Install approximately 10 linear meters of new plasterboard;
- e) Remove vinyl floor tiles and prepare floor and install new carpet tiles (US Government furnished) to match existing. See **attachments** for finish product requirements.
- f) Flush and paint new work to match existing;
- g) All work is to comply with the US building codes.
- h) The contractor will rectify any damage to all areas on completion of the works.
- i) The contractor shall supply all materials and labor in order to complete the works.

- j) All waste material to be taken from site and disposed of by the contractor.
- k) Site is to remain tidy at all times and cleaned up on completion of works.
- l) All work to be carried out in a workmanship like manner.
- m) All Documentation regarding warranties, guarantees and instructional literature are to be handed to your contracting office representative.
- n) All care must be taken to protect the carpet and furnishings within the property and drop sheets to be used at all times where necessary.
- o) Any variations are to be priced and approved in writing by contracting officer before proceeding with the work.
- p) **All measurements are to be confirmed by the contractor on site.**

NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense.

- 4. **CONTRACTOR PROVIDED MATERIALS;** the contractor shall provide all labor and materials for the renovations works unless stated as government furnished.
- 5. **US GOVERNMENT PROVIDED MATERIALS;** the US government will install in wall services such as relocation of power outlets, new power outlets, new phone outlets, light switch with occupancy sensors, all conduits and cables, a/c wall mount controller, window blinds, and furniture.
- 6. **WORK STANDARDS AND QUALIFICATIONS:** This Statement of Work requires the awarded contractor to provide qualified tradesmen to accomplish each varying trade discipline requirements.
- 7. **SECURITY REQUIREMENTS:** Upon award of contract, the contractor must furnish details of all staff that will be onsite. The details will be inclusive of:
 - a) Full Name
 - b) PositionThe US Embassy reserves the right to refuse entry to any or all contractor personnel. Each contractor personnel must have a valid identity card. Access to the residences will only be by prior, approved schedule and escort by US govt. representative.
- 8. **HOURS OF WORK:** The work will have to be scheduled for normal working hours on Mondays' - Friday and Saturday 8.00am – 17.00

9. **UTILITIES:** The contractor will have access to water and electricity on site.
10. **SAFETY:** Safety is the highest priority on this and all US Embassy contracts. The contractor shall direct all of those under his charge to work safely. The US Embassy reserves the right to stop and/or remove from site contractor personnel who fail to comply with relevant OHS/OHSA requirements. The contractor shall ensure and maintain the site is clean and rubbish removed upon completion of installation and commissioning.
11. **POINTS OF CONTACT:**
- A) The US Embassy point of contact for this quotation is Ellen Moses; Phone number 331-4466; Email: MosesEE@state.gov .
 - B) All bids are to be sent to: Contracting Officer, US Embassy Suva, 158 Princes Road or email to DenhamJL@state.gov and MosesEE@state.gov
 - C) The US Embassy point of contact for the coordination, implementation, and final acceptance of this project scope and work performed will be provided upon award.

Schedule A

Specifications

Glazing - Interior Glass

Equipment	Item	Manufacturer	Model/Type
1	Glass Type GL 11	Oldcastle Glass	½” clear heat strengthened laminated glass

Carpet Tiles

Equipment	Item	Manufacturer	Model/Type
1	Carpet Tiles	Shaw	VIVID shadow EW24
2	Adhesive	Shaw	Adhesive 5000
3	Floor leveling compound	Ardex	Ardex K11

Aluminum window frames

Equipment	Item	Manufacturer	Model/Type
1	Aluminum curtain wall	PWS	TBC

Horizontal Louver Blinds

Equipment	Item	Manufacturer	Model/Type
1	Horizontal louver blind	Levolor Blinds	Riviera Classinc 1 blinds

Attachments



Aluminum window with glazing details



Carpet Tile layout details

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